



J-12 Pay Spread

Name (Last, First, M)

Year

ID (last 4 digits)

Department

Faculty

Staff

Select One

Initial Defer Pay Selection

(Initial or Change)

Change to my current selection

Select One (Begin or End)

End Date

I wish to begin defer pay (Begins defer pay with first pay event appointment)

I wish to end defer pay (Ends defer pay and begin pay per appointment dates)

Employee Signature

Today's Date

\*USNH policy permits continuing status Faculty and PAT staff in flex-year appointment to defer pay for 26 pay cycles commencing with the first pay of their appointment. Defer Pay is always paid as full pay period.

For HR use only:

Campus

HR Approval

Date

Position/ Suffix

TSORG

Contract Begin

Contract End

Form must be received by USNH Payroll at least two weeks prior to employee's appointment begin date in order for defer pay to take effect. Otherwise, the defer pay option is not available until the next year's appointment period.

For Payroll use only:

Defer Pay Code

Factor

Default earnings (110)

Pays

Effective date

ZZZ Ded

Coded by

Date